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## Academic Standards Subcommittee Agenda, March 26, 2015

Utah State University

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## **Academic Standards Subcommittee Agenda 26 March 2015**

Meeting to be held March 26<sup>th</sup>, 2015 from 2:00 - 3:30 p.m. in Champ Hall

- I. Old Business
  - a. Excused Absence Policy (revised document attached)
  - b. Student Code of Conduct (guests: Krystin Deschamps, Bryan Olsen)
- II. New Business
  - a. Change of Grades Policy: 6970 and 7970 (Guest: Dick Mueller)
- III. Informational Items
  - a. Upcoming Meetings:
    - TBD – April, 2015

# [DRAFT 3 – Academic Standards Subcommittee of the EPC]

## Attendance & Excused Absences

### Introduction

Instructors set course content and structure and are responsible for determining if a student has met the minimum requirements for completion of the course. The university views class attendance as an individual student responsibility. Students are expected to attend class and to complete all assignments in accordance with individual instructor and course policies.

The excused absence policy does not guarantee that a student's absences from a course will not negatively impact his or her success in the course. Furthermore, it is the student's responsibility to ensure that excused absences do not conflict with clearly established instructor policies on course attendance and participation.

There are multiple mechanisms that should be considered if absence from a class is necessary:

- Incomplete (I) Grade: if a student is unable to complete all of the coursework because of extenuating circumstances, a grade of "I" (Incomplete) may be submitted by the instructor. Refer to policy X for policies.
- Withdrawal: Students may drop courses without notation on the permanent record through the first 20 percent of the class. If a student drops a course following the first 20 percent of the class, a W will be permanently affixed to the student's record. After 60 percent of the class is completed, the student's academic advisor must sign any drop request, and a W with a grade assigned by the instructor will be entered on the student's permanent record. Under normal circumstances, a student may not drop a course after 75 percent of the class is completed. (Check [General Catalog](#) for exact dates.)
- Excused Absence: an absence can be excused as outlined below. Students may request an excused absence using the procedures outlined below, for reasons outlined below. Student who are requesting an excused absence are expected to uphold the Student Code of Conduct.

### Excused Absences

A student who is requesting an excused absence is responsible for providing satisfactory evidence to the instructor to substantiate the reason for absence.

Excused absences may not exceed 20 percent of the class meetings.

Among the reasons absences are considered excused by the university are the following:

1. Participation in a university sponsored or sanctioned activity.
2. Death or major illness in a student's immediate family (as defined in Policy 346.1 of the USU Policies Manual).
3. Illness of a dependent family member.
4. Participation in legal proceedings or administrative procedures that require a student's

- presence.
5. Religious holy day.
  6. Injury or Illness that is too severe or contagious for the student to attend class.
    - a. **Injury or illness of three or more days.** For injury or illness that requires a student to be absent from classes for three or more class meetings, the student should obtain a medical confirmation note from his or her medical provider. The Student Health & Wellness Center or an off-campus medical professional can provide a medical confirmation note only if medical professionals are involved in the medical care of the student. The medical confirmation note must contain the date and time of the illness and medical professional's confirmation of needed absence.
    - b. **Injury or illness less than three days.** Faculty members may require confirmation of student injury or illness that is serious enough for a student to be absent from class for a period less than or more class meetings. At the discretion of the faculty member and/or academic department standard, as outlined in the course syllabus, illness confirmation may be obtained by confirmation of visit to a health care professional affirming date and time of visit.
    - c. An absence for a non-acute medical service does not constitute an excused absence.
  7. Required participation in military duties.
  8. Mandatory admissions interviews for professional or graduate school, or internships, that cannot be rescheduled.
  9. Mandatory participation as a student-athlete in NCAA-sanctioned competition.
  10. In accordance with Title IX of the Educational Amendments of 1972, Utah State University shall treat pregnancy and related conditions as a justification for an excused absence for so long a period of time as is deemed medically necessary by the student's physician. Requests for excused absence related to pregnancy should be directed to the instructor; questions about Title IX should be directed to the University Title IX Coordinator.

## **Procedures**

Students may be excused from attending class on the day of a graded activity or when attendance contributes to a student's grade, for the reasons stated in above, or other reason deemed appropriate by the student's instructor. The dean (or dean's designee), of the student's college must provide a letter for the student to provide to the instructor stating that the dean or designee has verified the student's absence as excused.

Excused absence notifications should be provided to instructors as soon as possible. In some cases, such as athletics, or other university-sponsored and sanctioned events with known schedules, instructors should be informed during the first week of classes. Instructors have the right to deny any request that exceeds 20 percent of class sessions.

## **Student**

To be excused the student must notify his or her instructor in writing (acknowledged e-mail message is acceptable) prior to the date of absence if such notification is feasible. In cases where advance notification is not feasible (e.g. accident, or emergency) the student must provide notification by the end of the second working day after the absence. This notification should include an explanation of why notice could not be sent prior to the class. Accommodations sought

for absences due to the observance of a religious holiday can be sought either prior or after the absence, but not later than two working days after the absence. Upon request of the instructor, the student must provide additional documentation substantiating the reason for the absence, which is satisfactory to the instructor, within one week of the last date of the absence.

### Instructor

Instructors are under no obligation to provide an opportunity for the student to make up work missed because of an unexcused absence.

If the absence is excused, the instructor must either provide the student an opportunity to make up any quiz, exam, or other work that contributes to the final grade or provide a satisfactory alternative by a date agreed upon by the student and instructor. Students with an excused absence shall be “held harmless,” and benefit from all classroom policies. In some cases, such as classes that include time-dependent group-, field-, lab-, or studio-work, instructors are not required to recreate a precisely equivalent experience, but should identify a suitable alternative that respects their time, the student’s time, and meets educational goals.

Any make-up work must be completed in a timeframe not to exceed 14 calendar days from the last day of the initial absence.

### **Appeal Procedures**

A student may appeal an instructor’s decision that an absence is unexcused on the grounds that evidence has been presented to the instructor that substantiates one or more of the reasons deemed sufficient for an excused absence or on the grounds that the instructor’s decision was arbitrary, capricious or prejudicial. Any appeal must be initiated within three class days of the instructor’s decision. In the appeal process, the burden of proof shall be upon the student. The student may make an appeal to the following persons or bodies in the sequence in which they are listed:

1. The head of the academic department in which the course is offered
2. The Dean or designee of the undergraduate college in which the course is offered or the director of graduate studies in the case of graduate students.
3. The Provost

# ARTICLE VI. University Regulations Regarding Academic Integrity

## SECTION VI-1. University Standard: Academic Integrity

Students have a responsibility to promote academic integrity at the University by not participating in or facilitating others' participation in any act of academic dishonesty and by reporting all violations or suspected violations of the Academic Integrity Standard to their instructors

The Honor Pledge — To enhance the learning environment at Utah State University and to develop student academic integrity, each student agrees to the following Honor Pledge:

"I pledge, on my honor, to conduct myself with the foremost level of academic integrity."

Violations of the Academic Integrity Standard (academic violations) include but are not limited to:

1. Cheating: (1) using or attempting to use or providing others with any unauthorized assistance in taking quizzes, tests, examinations, or in any other academic exercise or activity, including working in a group when the instructor has designated that the quiz, test, examination, or any other academic exercise or activity be done "individually"; (2) depending on the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) substituting for another student, or permitting another student to substitute for oneself, in taking an examination or preparing academic work; (4) acquiring tests or other academic material belonging to a faculty member, staff member, or another student without express permission; (5) continuing to write after time has been called on a quiz, test, examination, or any other academic exercise or activity; (6) submitting substantially the same work for credit in more than one class, except with prior approval of the instructor; or (7) engaging in any form of research fraud.
2. Falsification: altering or fabricating any information or citation in an academic exercise or activity.
3. Plagiarism: representing, by paraphrase or direct quotation, the published or unpublished work of another person as one's own in any academic exercise or activity without full and clear acknowledgment. It also includes using materials prepared by another person or by an agency engaged in the sale of term papers or other academic materials.

## SECTION VI-2 Reporting Violations of Academic Integrity

The online [Academic Integrity Violation Form \(AIVF\)](#) provides guidance to instructors and students, ensures minimum due process requirements are met, and allows tracking of repeat offenders at the University level. The AIVF is available [online](#) through the Student Services website.

Once an instructor has determined that an academic violation has occurred and that a sanction is appropriate, an AIVF must be submitted prior to application of the sanction. The student may appeal the determination that an academic violation occurred if the AIVF is not filed.

All submitted AIVF forms are kept in the Vice President of Student Services Office for the duration of the student's academic career at Utah State University. When resolution has been reached between the student and instructor, a Resolution Report detailing the action taken and agreement of both parties on that action shall be submitted to the Office of the Vice President of Student Services. If no Resolution Report has been filed for a submitted AIVF within the semester, the Campus Judicial Officer will investigate to determine if resolution was reached and why no Resolution Report was filed.

### **SECTION VI-3. Discipline Regarding Academic Integrity Violations**

An instructor has full autonomy to evaluate a student's academic performance in a course. If a student commits an academic violation (Section VI-1, above), the instructor may sanction the student. Application of this sanction must follow Section VI-4 procedural policy. Such sanctions may include: (1) requiring the student to rewrite a paper/assignment or to retake a test/examination; (2) adjusting the student's grade - for either an assignment/test or the course; (3) giving the student a failing grade for the course; or (4) taking actions as appropriate. Additional disciplinary action beyond instructor sanction shall be determined by the Judicial Officer and the University.

The penalties that the University will impose on a student for the first Academic Integrity violation are:

1. Placement on academic integrity probation after the first offense.

The penalties that the University may impose on a student for multiple or egregious academic integrity violations are:

1. Probation-continued participation in an academic program predicated upon the student satisfying certain requirements as specified in a written notice of probation. Probation is for a designated period of time and includes the probability of more severe disciplinary penalties if the student does not comply with the specified requirements or is found to be committing academic integrity

violations during the probationary period. The student must request termination of the probation in writing.

2. Performance of community service.
3. Suspension-temporary dismissal from an academic program or from the University for a specified time, after which the student is eligible to continue the program or return to the University. Conditions for continuance or readmission may be specified.
4. Expulsion-permanent dismissal either from an academic program or from the University.
5. Assigning a designation with a course grade indicating an academic integrity violation involving academic integrity. Conditions for removal may be specified, but the designation remains on the student's transcript for a minimum of one year; provided however, that once the student's degree is posted to the transcript, the designation may not be removed thereafter.
6. Denial or revocation of degrees.

## SECTION VI-4. Regarding Academic Integrity Violations

This section applies to proceedings to determine if a student has committed an academic integrity violation and if the violation warrants the imposition of further disciplinary penalty in addition to the sanction by the instructor. This section **does not** apply to probation, suspension, or expulsion from a department, program, college, or the University based on academic performance (e.g. minimum grade point requirements).

### A. Notification of Alleged Offense and Intended Consequences

1. Whenever an instructor reasonably suspects that a student has committed an academic integrity violation (See: Section VI-1), the accused student shall be notified by the instructor of the violation and its consequences through use of the AIVF within seven days that a violation has occurred and that a sanction is appropriate.

The AIVF will be automatically sent via email to the student, the instructor, the Dean of the college in which the course is housed, and to the Vice President for Student Services. If the student is a graduate student, the AIVF shall also be reported to the Dean of the School of Graduate Studies. If the student is a regional campus or distance education student, the AIVF shall also be reported to the appropriate Executive Director or dean of the regional campus.

If the instructor has a rational reason for not submitting the AIVF form within seven days, the instructor must obtain permission to submit an AIVF from the Dean of the college in which the course is housed.

2. The student shall respond to the instructor within seven days of receiving the AIVF email and request a meeting with the instructor to discuss the alleged offense and intended consequences. If the student does not respond to the AIVF email within seven days or if the student responds to the AIVF but refuses to meet with the instructor, the intended sanctions



listed on the AIVF will be applied and

the student will not be allowed to appeal the determination that a violation occurred.

If the student has a rational reason for not responding to the AIVF email, the student may contact the Vice President of Student Services, who will determine if the reason is legitimate. If approved, the student will have seven days to request a meeting with the instructor.

B. Instructor and Student Resolution

1. The student and instructor shall meet to discuss the alleged offense and intended sanction. If the student admits the violation, both instructor and student will sign the Resolution Report. The intended sanction listed on the AIVF will be applied and the Resolution Report will be filed with the Office of the Vice President of Student Services. If the student denies the violation, the student will then have seven days to contact the Dean of the College in which the course is housed to request a meeting with the Dean, the instructor, and student.
2. If the student denies the violation occurred and is pursuing the prescribed escalation process, but the instructor must submit a grade to meet university requirements, the instructor shall submit an I/F. Once resolution is reached, it is the responsibility of the student to ensure that the I/F is changed to the appropriate grade within the allotted time given by the Office of the Registrar for incomplete grades.
3. The instructor may recommend on the Resolution Report that the University consider additional disciplinary penalties.

C. Acceptable Reasons for Appeal

There are three acceptable reasons for a student to appeal the determination of the instructor:

1. No AIVF was submitted. The student may appeal on grounds that minimum due process was not met.
2. There is factual disagreement between the student and instructor about whether or not a violation occurred. The student may challenge the evidence presented by the instructor that the student has committed a violation.
3. If new evidence or witness is found within seven days of the student and instructor meeting, the student may appeal.

D. Escalation to the Dean

1. If the student denies that a violation has occurred and chooses to appeal the decision of the instructor, the student shall have seven days from the student/instructor meeting to request a meeting with the instructor and the Dean of the college in which the course is housed.
2. The student, instructor, and Dean shall meet to discuss the alleged offense and intended sanction. If the student then admits the violation, both instructor and student will sign the Resolution Report. The intended sanction listed on the AIVF will be applied and the Resolution Report will be filed with the Office of the Vice President of Student Services.

3. The Dean may determine that there is insufficient evidence that a violation occurred. In this case, no sanction will be given. Both student and instructor will sign the Resolution Report and it will be filed with the Office of the Vice President of Student Services.
4. If the student denies the violation but it is the consensus of the Dean and the instructor that a violation occurred, the student will then have seven days to contact the Vice President of Student Services to request a hearing with the Honor Board.

E. Request for a Hearing with the Honor Board

1. If no resolution has been reached between the student, instructor, and Dean of the College in which the course is housed, the student has seven days from the meeting with the instructor and Dean to request a hearing with the Honor Board from the Vice President of Student Services.
2. When a matter is referred for a hearing, the hearing board pool chair shall: (1) designate four students (which may include him or herself) and two faculty members, from the pool to act as the Honor Board. The Honor Board shall elect one of the student members to serve as a voting chair.
  - a. The names of the members of a designated Honor Board shall be immediately communicated to the student and the student shall be informed of the following procedures and procedural rights in advance of the hearing (any or all of which may be exercised):
    - i. Written notice of the time, date, and location of the hearing before the hearing board, a copy of the Board's decision, and any other written correspondence related to the case will be provided to the student and instructor.
    - ii. A hearing shall not be scheduled less than 10 days after the notice of hearing is mailed.
    - iii. For purposes of notification, the student's address and email address, as reported to the Office of Student Records, Room 246 Taggart Student Center, shall be the address and email address used for all notification purposes. It is the responsibility of the student to immediately inform the Office of Student Records of any address or email change.
    - iv. Notices sent to the address or email address on record with the Office of Student Records through the U.S. Mail or through the official University email system will be considered delivered on the date mailed.
    - v. Should telephone contact with the student be deemed necessary, the student's telephone number as reported to the Office of Student Records shall be the telephone number used. To assure receipt of any such telephone communications, it is the responsibility of the student to immediately inform the Office of Student Records of any change in his or her telephone number.
    - vi. To challenge, with due cause, a member of an Honor Board. The challenge shall be reviewed and acted upon by the Vice President for Student Services, in collaboration with the chair of the hearing board pool chair. Familiarity with the alleged violation or persons involved in the hearing, or other bias may be sufficient reason to honor the challenge and direct the appointment of a replacement on the Honor Board.
    - vii. To have an advisor of the student's own choice present at the hearing. An advisor may be a parent, legal guardian, a faculty member, an ASUSU student advocate, an attorney,

or other person. The advisor shall merely counsel the student and is not permitted to speak or participate directly in the hearing. All communications related to a proceeding shall be made directly with the student, and not with an advisor, unless the student is incapacitated. It is the student's responsibility to keep an advisor informed regarding such communications.

- viii. If the student is hearing impaired, an interpreter will be provided, where necessary, and the student may present his or her case through an interpreter or other communication device. If the student does not have adequate communication skills in the English language, a translator will be provided, where necessary, and the student may present his or her case through a translator.
  - ix. To request, with due cause, a change in the date and time of the hearing. The student may request a new hearing if he or she was kept from attending the hearing by circumstances beyond his or her control.
  - x. To testify in his or her own behalf, present witnesses, and bring in evidence supporting or his or her claims or position in the matter. The student shall submit a list of witnesses to the Vice President for Student Services three days before the date scheduled for the hearing. The University shall also provide the student with a list of other witnesses one day in advance of the hearing.
  - xi. The student maintains the right to hear and to question the witnesses and to examine the evidence against them.
  - xii. To remain silent; the burden of establishing the alleged violation is on the instructor who asserted the violation.
3. At any time during the hearing process, the parties may reach an agreement concerning the violation, the applied sanction, and an appropriate disciplinary penalty, if applicable, thereby rendering further proceedings unnecessary; provided, however, that any agreement must be accompanied by a Resolution Report stating the agreed violation and sanction; it shall be signed by the student and instructor and filed with the Vice President for Student Services.
4. If an Honor Board is convened, the following procedures will apply.
- a. The hearing shall be closed to the general public. Only the following individuals will be allowed into the hearing room: (1) Honor Board members; (2) a University attorney, who shall act as advisor to the Board when needed; (3) the instructor, the dean of the college where the course is housed; (4) the student; (5) the student's advisor (see: Section VI-4.E.2.A.7); (6) any witnesses; (7) the Vice President for Student Services; and (8) where appropriate, the Director of Financial Aid when the student is receiving financial aid based in any degree on the student's athletic ability.
  - b. Witnesses will be present only at the time of their testimony and will not be permitted to hear the testimony of other witnesses. All persons present at the hearing shall treat the matters discussed therein as confidential.
  - c. Should the student not attend the hearing, the hearing may be conducted in his or her absence and such absence shall not invalidate the proceedings or decision of the Board if the

student has been sent notice of the hearing to the address supplied by the student to the Office of Student Records (exceptions noted in Section VI-4.F.2.A.10).

5. The instructor shall be invited to make a statement.
6. The student shall be invited to make a statement.
7. The student is responsible for presenting his or her own case and shall have the opportunity to question witnesses and present other evidence.
8. The Honor Board members may ask questions of anyone in attendance.
9. At the conclusion of the hearing, the Honor Board shall deliberate in private to decide whether the student committed an academic integrity violation. If the student has appealed based on the lack of an AIVF filed prior to applied sanctions, the Honor Board shall determine if the student's due process rights were violated. A University attorney may be present during the Board's deliberation. All actions by the Honor Board shall be decided by a majority vote.
10. The Honor Board shall not consider evidence that has not been presented at the hearing. The Honor Board's determination shall be made on the basis of whether it is more likely than not (i.e. a preponderance of evidence) that the accused student has committed the alleged violation.
11. The decision of the Honor Board shall be reported in writing to the Vice President for Student Services within two days from the date of the hearing. The Honor Board may institute, uphold, or discard instructor sanctions. They may not modify sanctions recommended by the instructor. In the case of instructor sanctions, the decision of the Honor Board is final.
12. As appropriate, the Vice President for Student Services shall notify the student, the instructor, and the appropriate Dean, in writing of the Board's decision.

## **SECTION VI-5. Policy Regarding Multiple and/or Egregious Offenses**

- A. All submitted AIVFs and Resolution Reports are stored in the Office of the Vice President of Student Services and maintained by the Judicial Officer; these documents are maintained until the student has left the university.
- B. When the Resolution Report for the first offense is received, the student will be placed on Academic Integrity Probation. The student will be notified of their probationary status in writing by the Judicial Officer. Academic Integrity Probation applies to all cases resulting in an instructor sanction.
  1. Resolved cases resulting in the student receiving a failing grade for the course as an instructor sanction will be considered egregious and will be reviewed by the Judicial Officer and may be sent to the Honor Board to determine additional University disciplinary action.
- C. Multiple reported offenses, regardless of instructor sanction, will result in review by the Judicial Officer and the Honor Board and further disciplinary action by the University.

## **SECTION VI-6. Recording and Disclosure of Sanctions and Disciplinary Action**

- A. Disclosure of Applied Sanctions
  1. Access to filed AIVF and Resolution Reports containing details of applied sanctions is controlled by the Judicial Officer through the Office of the Vice President of Student Services according to

federal and University policy. Requests for information contained in a student's Academic Integrity file should be directed to the Judicial Officer.

B. Disclosure of University Disciplinary Action

1. A penalty of disciplinary probation, suspension, expulsion, a designation with a course grade indicating an Honor System violation, or denial or revocation of degree shall be entered upon the student's transcript after the completion of the above processes.
2. Upon the specific written release of the student, the Vice President for Student Services shall make available a copy of the final Honor Board report which has resulted in a disciplinary action of probation, suspension, expulsion, a designation with a course grade indicating an Honor System violation, or denial or revocation of degree to a prospective/present employer, parent (if the student is over the legal age), and other persons or entities. If a report is not available because a hearing was not conducted, a summary statement regarding the disposition of the violation shall be provided. Such a report or summary statement will be disclosed, without the prior consent of the student, to another educational institution that has requested the record and at which the student seeks or intends to enroll; but the University will make a reasonable attempt to notify the student (or his or her parent if under the legal age) of the disclosure and, upon request, provide the student with a copy of the record that was disclosed. No other information shall be provided to a third party without the express written release of the student.
3. A student's record may be cleared of a disciplinary probation, suspension, or designation with a course grade indicating an Honor System violation (if the student's degree has not been posted to his or her transcript) by the Vice President for Student Services following the end of the designated penalty period, if there has been no further problem with the student. A written request for expunging the record is required and shall be initiated by the student with a letter to the Vice President for Student Services. A copy of the request shall be forwarded to the Office of Student Records. The Vice President may convene an Honor Board to review the request, if deemed appropriate or necessary. If the request is granted, the Vice President for Student Services shall notify the Office of Student Records.
4. A student's record may not be cleared of an expulsion or revocation of a degree. A designation with a course grade indicating an Honor System violation involving academic dishonesty may not be removed from the student's transcript after the student's degree has been posted to the transcript.

# UTAH STATE UNIVERSITY CODE of ACADEMIC INTEGRITY

## Academic Integrity

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### STATEMENT OF PURPOSE

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Utah State University is first and foremost an academic community, with its fundamental purpose the pursuit of learning and student development, and enabling all to reach their highest potential.

USU asserts that any instance of academic misconduct hurts the entire community, and that the values of honesty, trust, respect, fairness, responsibility and professionalism are paramount. To that end, all students upon admission agree to uphold the Honor Pledge: “I pledge, on my honor, to conduct myself with the foremost level of academic integrity.”

By choosing to join the USU community, students accept the Student Academic Integrity Policy and are expected to always engage in ethical decision-making. Students enrolling in USU assume the obligation to conduct themselves in a manner compatible with USU’s function as an educational institution.

USU will uphold these standards through fair and objective procedures governing instances of alleged student academic misconduct.

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### ENTITIES AFFECTED BY THIS POLICY

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All academic units, libraries, units responsible for proctoring exams (such as Athletics and the Disability Resource Center), and/or units with teaching and research faculty. Additionally, this includes Regional Campus and Distance Education, including proctoring and testing centers.

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### POLICY

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#### What is an Academic Integrity violation?

An Academic Integrity Violation is any intentional or unintentional occurrence of the following:

**1. Cheating:**

- Using, or attempting to use, or providing others with any unauthorized assistance in taking quizzes, tests, examinations, or in any other academic exercise or activity. Cheating includes working in a group when the instructor has designated that the quiz, test, examination, or any other academic exercise or activity be done “individually”;
- Depending on the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- Acting or attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic evaluation or assignment;
- Providing or receiving aid in connection with any academic assignment;

- Acquiring tests or other academic material belonging to a faculty member, staff member, or another student without express permission;
  - Use or possession of camera telephones, text messages, computer disks, audio recorders, calculators, solution materials, photocopies, materials from previous classes, commercial research services, notes or other means to copy or photograph materials used or intended for academic evaluation for use during the academic evaluation or assignment.
  - Submitting substantially the same work for credit in more than one class, except with prior approval of the instructor;
  - Engaging in any form of research fraud.
  - Failing to observe rules of academic integrity established by a faculty member for a specific course.
2. Falsification:
- Falsifying information for inclusion in an assigned paper, project or exercise; including inventing or altering data from a laboratory or field project, or creating fictional citations for a paper.
  - Falsifying information for any university-related project or research; including inventing or altering data, or creating fictional citations.
  - Falsifying or misrepresenting attendance, hours, or activities in relationship to any class, internship, externship, field experience, clinical activity or similar activity.
3. Plagiarism:
- Representing, by paraphrase or direct quotation, the published or unpublished work of another person as one's own in any academic exercise or activity without full and clear acknowledgment. It also includes using materials prepared by another person or by an agency engaged in the sale of term papers or other academic materials.
  - Failing to appropriately acknowledge the contributions of collaborators in any publication, poster, or report.

## Levels of Violations and Sanctions

Any violation of academic integrity is a serious offense and is therefore subject to an appropriate sanction or penalty. At Utah State University, faculty have the academic freedom and full autonomy to evaluate a student's academic performance in a course. If a student commits an academic violation, the instructor may sanction the student. Application of this sanction must follow **Section X** procedural policy.

Academic integrity violations at Utah State University are classified into two levels: Level 1 and Level 2. Level 1 violations are less severe violations for which the possible sanctions do not include suspension or expulsion from the University, and is not on a student's permanent disciplinary record; Level 2 violations are more severe violations for which the possible sanctions include suspension or expulsion. Whether a given violation is classified as Level 1 or 2 depends on a number of factors including: the nature and importance of the academic exercise; the degree of premeditation or planning; the extent of dishonest or malicious intent; the academic experience of the student; and whether the violation

is a first-time or repeat offense.

### **Level 1 Violations**

Level 1 violations are less serious violations of academic integrity. They may occur because of inexperience or lack of understanding of the principles of academic integrity and are often characterized by a relatively low degree of premeditation or planning and the absence of malicious intent on the part of the student committing the violation. These violations are generally quite limited in extent, occur on a minor assignment or quiz or constitute a small portion of a major assignment and/or represent a small percentage of the total course work. Below are a few examples of violations that are most often considered Level 1, at least when committed by an undergraduate student as a first-time offense. This list is not exhaustive and classification of a given violation as Level 1 or 2 is always heavily dependent on the specific facts and circumstances of the violation.

Examples of Level 1 violations:

- Improper citation without dishonest intent.
- Plagiarism on a minor assignment or a very limited portion of a major assignment.
- Unpremeditated cheating on a quiz or minor examination.
- Unauthorized collaboration with another student on a homework assignment.
- Citing a source that does not exist or that one hasn't read on a minor assignment.
- Making up a small number of data points on a laboratory exercise.
- Signing in for another student via attendance sheet or clicker in a course in which attendance counts toward the grade.

An alleged second Level 1 violation shall be treated as an alleged Level 2 violation. Moreover, some violations that would be considered Level 1 for an undergraduate student may be treated as Level 2 for a graduate student.\*

### **Level 1 Sanctions**

Sanctions for Level 1 violations include, but are not limited to, one or more of the following, and do not include suspension or expulsion:

- Required participation in a noncredit workshop or seminar on ethics or academic integrity.
- An assigned paper or research project related to ethics or academic integrity.
- A make-up assignment that may be more difficult than the original assignment.
- No credit for the original assignment.
- A failing grade on the assignment.
- A failing grade for the course.
- Disciplinary warning or probation levied by the University.

### **Level 2 Violations**

Level 2 violations are very serious violations of academic integrity that affect a more significant portion of the course work compared to Level 1 violations. Level 2 violations are often characterized by substantial premeditation or planning and clearly dishonest or malicious intent on the part of the student committing the violation. Below are some examples of violations that are most often considered Level 2. Again, the list is certainly not exhaustive and classification of a given violation as Level 2 or Level 1 is always heavily dependent on the exact facts and circumstances of the violation.

Examples of Level 2 violations:

- A second Level 1 violation.
- Substantial plagiarism on a major assignment.
- Copying or using unauthorized materials, devices, or collaboration on a major exam.
- Having a substitute take an examination.



- Making up or falsifying evidence or data or other source materials for a major assignment, including falsification by selectively omitting or altering data that do not support one's claims or conclusions.
- Facilitating dishonesty by another student on a major exam or assignment.
- Intentionally destroying or obstructing another student's work.
- Knowingly violating research or professional ethics.
- Any violation involving potentially criminal activity.

## Level 2 Sanctions

Sanctions for Level 2 violations include, but are not limited to, one or more of the following, and may, but need not, involve suspension or expulsion:

- A grade of XF (disciplinary F) for the course.
- Disciplinary probation.
- Dismissal from a departmental or school honors program.
- Dismissal from academic department and/or academic college.
- Denial of access to internships or research programs.
- Loss of appointment to academically-based positions.
- Loss of departmental/graduate program endorsements for internal and external fellowship support and employment opportunities.
- Removal of fellowship or assistantship support.
- Suspension for one or more semesters.
- Dismissal from a graduate or professional program.
- Permanent expulsion from the University with a permanent notation of disciplinary expulsion on the student's transcript.

The recommendations for sanctions at each level are not binding, but are intended as guidelines for the University community. For both Level 1 and Level 2 violations, the severity of the sanction imposed should be proportional to the severity of the violation committed.

Sanctions for a given violation may be imposed differently on those with more or with less experience as students. Thus, violations of academic integrity by graduate students\* will normally be penalized more severely than the same violations by inexperienced undergraduate students. In particular, violations that would be considered Level 1 for an undergraduate student may be treated as Level 2 for a graduate student.

Multiple reported offenses, or egregious violations, regardless of instructor sanction, will result in review by the Vice President for Student Services and may be subject to further sanction by the University.

Some professional schools or programs may have codes of professional conduct with customary sanctions for violations thereof that may be more severe than those recommended under this Policy. These schools or programs have the responsibility to educate their students about their professions' code of professional conduct. Students are responsible for understanding the requirements of the code of professional conduct for the particular professional program in which they are enrolled and the penalties for violating that code.

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\* In this policy, the term graduate student refers to post-baccalaureate students pursuing advanced degrees of any type or enrolled in a graduate course or courses. The term also includes students in the advanced stages of a professional program that leads to a masters or doctoral degree without conferral of a baccalaureate degree.

## Academic Integrity Violation Procedures

### I. Academic Integrity Violation Procedures

These procedures are designed to encourage a fair and appropriate response to allegations of student academic misconduct. Students are provided an opportunity to respond to allegations of academic misconduct within a reasonable time after the allegations have been made. These procedures may be modified in individual cases, so long as the student agrees in writing to the proposed modifications and the modifications do not violate fair process.

**A.** Anyone with a good faith basis for believing a student has violated this policy **should** report the alleged violation to the responsible instructor.

**B.** A faculty member or primary course instructor who suspects that a student has committed an act of academic misconduct will schedule an initial meeting with the student upon discovery of the alleged violation. The message will contain the following:

"This message concerns the \_\_\_\_\_ (paper, report, assignment, etc) that you submitted in partial fulfillment of the course requirement in your \_\_\_\_\_ (course number and section) class on \_\_\_\_\_ (date). My initial examination of that (paper, report, assignment) reveals that you may have violated the USU Student Academic Misconduct Policy. I request that you meet with me on \_\_\_\_\_ (date of initial meeting) at \_\_\_\_\_ (time) in \_\_\_\_\_ (location)." (parenthetical material deleted)

**C.** Proceedings in case discussions are informal and non-adversarial. The responsible instructor may request a witness to be present for this meeting.

**D.** The purpose of this initial meeting will be to review and discuss the alleged violation before a decision is reached.

**E.** At this initial meeting, the following results may occur:

1. The allegations are dismissed.
2. The student accepts responsibility for the violation and accepts the academic sanction(s). If this occurs, the student and instructor should indicate resolution on the AIVF.
3. The student does not accept responsibility and requests an appeal with the respective department head of the department in which the course is housed. This action should be indicated on the AIVF.
4. The student accepts responsibility for the violation but does not accept the academic sanction(s) and requests an appeal with the respective department head of the department in which the course is housed. The department head will consult with the instructor, and

together will decide on a sanction, rendering a final decision on the sanction for this course. This action should be indicated on the AIVF.

- F. Upon completion of this initial meeting, if the responsible instructor still believes academic misconduct has occurred, the instructor will file an Academic Integrity Violation Form (AIVF).
- G. Upon the instructor's completion of the AIVF, an email will be sent to the student, the instructor, the head of the department in which the course is housed, the dean of the college in which the course is housed, and to the Vice President for Student Services.
- H. Graduate students' AIVFs will also be reported to the Dean of the School of Graduate Studies. The dean will notify the student's graduate advisor and/or committee chair.
- I. Regional Campus and Distance Education students' AIVFs will also be reported to the appropriate executive director or dean of the regional campus.
- J. The Student Conduct Coordinator will notify the student at the student's Banner preferred email address. The student will be informed of applicable rights and the process for accepting the academic and conduct sanctions and/or appealing the academic decision and sanctions.
- K. If the student does not attend the initial meeting, the instructor shall file an Academic Integrity Violation.

If the Academic Integrity Violation is not resolved during the initial meeting, then the student may appeal. The Resolution Report form must be completed at the conclusion of the appeal. (If resolved during the initial meeting, the instructor can note resolution on the AIVF.)

#### **What is an Academic Integrity Violation Form?**

The online [Academic Integrity Violation Form \(AIVF\)](#) provides guidance to instructors and students, and ensures minimum due process requirements are met, and allows tracking of repeat offenders at the University level. The AIVF is available [online](#) through the Student Services website.

All submitted AIVF forms are kept in the Vice President of Student Services Office for the duration of the student's academic career at Utah State University. When resolution has been reached between the student and instructor, a Resolution Report detailing the action taken and agreement of both parties on that action shall be submitted to the Office of the Vice President of Student Services.

#### **What is a Resolution Report Form?**

When resolution has been reached, a Resolution Report detailing the action taken, and agreement by the instructor and student on that action, will be submitted to the Office of the Vice President for Student Services.

**\*NOTE:** Sanctions should not be applied without completing the Resolution Report Form.

### **SECTION X: Academic Integrity Violation Appeal Procedure**

The instructor has full autonomy to evaluate a student's academic performance in a course. If a student commits an academic violation, the instructor may sanction the student. Under limited circumstances, a student may appeal the instructor's sanction.

#### **Acceptable Reasons for Appeal:**

- 1
- 2 1. If no AIVF was submitted, then the student may appeal because minimum due process was not met.
- 3
- 4 2. An AIVF was submitted, but the student disagrees with the sanction.
- 5
- 6 3. There is a factual disagreement between the student and the instructor about whether or not a violation has
- 7 occurred. The student may challenge the supporting evidence presented by the instructor that serves as
- 8 proof that the student has committed a violation.
- 9
- 10 4. If new evidence or a new witness is found within seven days of the student and instructor meeting, then the
- 11 student may appeal to the Department Head.
- 12

### 13 Escalation to the Department Head\*:

- 14
- 15 1. Based upon the acceptable reasons for appeal, the student can choose to appeal the instructor's decision.
- 16 The student will have seven days from the time of the first student/instructor meeting to request a meeting
- 17 with the instructor and the department head of the department in which the course is housed.
- 18
- 19 2. The student, instructor, and department head will meet to discuss the violation in question and the
- 20 intended sanction. If the student then admits to the violation, both instructor and student will sign the
- 21 Resolution Report form (<http://www.usu.edu/studentconduct/AIV-Resolution.pdf>). The intended sanction
- 22 listed on the AIVF (<http://www.usu.edu/studentconduct/aiv/aivform.cfm>) will be applied and the Resolution
- 23 Report will be filed with the Office of the Vice President for Student Services.
- 24
- 25 3. The department head can choose to consult with the dean of the college in which the course is housed. The
- 26 department head may determine that there is insufficient evidence that a violation occurred. In this case, no
- 27 sanction will be given. Both the student and instructor will sign the Resolution Report and it will be filed with
- 28 the Office of the Vice President for Student Services.
- 29
- 30 4. If the student denies the violation but it is the consensus of the department head and the instructor that a
- 31 violation occurred, the student will then have seven days to contact the Vice President for Student Services
- 32 to request a hearing with the Hearing Board.
- 33

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34 \* If the Department Head is the course instructor, then the appeal will go directly to the office of the dean in

35 which the course is housed.

36

37

38

### 39 Request for a Hearing with the Hearing Board

40

41 The Hearing Board will hear appeals involving alleged violations of university standards. The Student Conduct

42 Coordinator introduces the appeal to the Board.

43

- 44 1. When a matter is referred for a hearing, the Hearing Board will consist of four students and two faculty
- 45 members who will be drawn from a designated pool by the Vice President for Student Services. The Hearing
- 46 Board will elect one of the faculty members to serve as a voting chair.
- 47
- 48 2. A hearing will not be scheduled less than 10 days after the notice of hearing is sent to the student.
- 49 Notifications will be sent via the student's preferred email address as recorded in Banner.
- 50
- 51
  - If no email is available, then the notification will be sent to the address on file in Banner.

- If telephone contact with the student is necessary, then the student's telephone number as reported to Banner will be used.

**\*NOTE:** It is the student's responsibility to ensure that Banner reflects the student's most current contact information, including preferred email address, mailing address, and telephone number. The University is not responsible for notifications not received by the student when the information is not current.

### **Procedural Rights Regarding the Hearing Board**

The student will be informed of the following procedures and procedural rights in advance of the hearing (any or all of which may be exercised):

1. The student and the instructor will be provided with:
  - Immediate notification of the names of those selected to serve on the designated Hearing Board;
  - A written notice of the time, date, and location of the hearing; and
  - A copy of the Board's final decision.
2. To challenge with due cause, a member of the Hearing Board.
  - The challenge will be reviewed and acted upon by the Vice President for Student Services, in collaboration with the chair of the Hearing Board pool. Familiarity with the alleged violation or persons involved in the hearing, or other bias may be sufficient reason to honor the challenge and direct the appointment of a replacement on the Hearing Board.
3. To have an advisor of the student's own choice present at the hearing.
  - An advisor may be a parent, legal guardian, a faculty member, USUSA Student Advocate, an attorney, or other person. The advisor will merely counsel the student and is not permitted to speak or participate directly in the hearing. All communications related to a proceeding will be made directly with the student, and not with an advisor, unless the student is incapacitated. It is the student's responsibility to keep an advisor informed regarding the proceedings.
4. To have an interpreter.
  - If the student is hearing impaired, an interpreter will be provided, where necessary, and the student may present his or her case through an interpreter or other communication device. If the student does not have adequate communication skills in the English language, a translator will be provided. When necessary, the student complainant may present his or her case through a translator.
5. The student may request a new hearing if he or she was kept from attending the hearing by circumstances beyond his or her control.
6. To speak and present on his or her own behalf.
7. To present witnesses and to bring in evidence supporting his or her claims and position regarding the matter.

- The student will submit a list of witnesses to the Vice President for Student Services two business days before the date scheduled for the hearing. The university will also provide the student with a list of other witnesses two business days in advance of the hearing.
8. To hear and to question the witnesses and to examine the evidence against the student.
9. The student retains the right to remain silent.
10. At any time during the hearing process, the parties may reach an agreement concerning the violation, the applied sanction, and an appropriate disciplinary penalty, thereby rendering further proceedings unnecessary. Any agreement must be accompanied by a Resolution Report stating the agreed upon violation and sanction; it will be signed by the student and instructor and filed with the Vice President for Student Services.

#### **Hearing Board Procedures**

If a Hearing Board is convened, then the following procedures will apply:

1. Only the following individuals will be allowed into the hearing room:
  - Hearing Board members;
  - A university attorney, who will act as advisor to the board when needed;
  - The instructor, the department head, and/or dean of the college where the course is housed;
  - The student;
  - The student's advisor;
  - Any witnesses;
  - The Student Conduct Coordinator;
  - The Vice President or Associate Vice President for Student Services; and
  - A member of the staff who records the proceedings.
2. Witnesses will be present only at the time of their testimony and will not be permitted to hear the testimony of other witnesses. All persons present at the hearing will treat the matters discussed therein as confidential.
3. Should the student not attend the hearing, the hearing may be conducted in his or her absence and such absence will not invalidate the proceedings or decision of the Board if the student has been sent notice of the hearing to the email, or if not available, the physical address supplied by the student in Banner.
4. The Student Conduct Coordinator will make a statement regarding the University's actions/sanctions, if applicable.
5. The instructor will be invited to make a statement.

6. The student will be invited to make a statement.
7. The student is responsible for presenting his or her own case and will have the opportunity to question witnesses and present other evidence.
8. The Hearing Board members may ask questions of anyone in attendance.
9. At the conclusion of the hearing, the Hearing Board will deliberate in private to decide whether the student committed an Academic Integrity Violation. If the student has appealed based on the lack of an AIVF filed prior to applied sanctions, the Hearing Board will determine if the student's due process rights were violated. A university attorney or the Vice President or Associate Vice President for Student Services may be present during the board's deliberation. All actions by the Hearing Board will be decided by a majority vote.
10. The Hearing Board will not consider evidence that has not been presented at the hearing. The Hearing Board's determination will be made on the basis of whether it is more likely than not (i.e. a preponderance of evidence) that the student in question has committed the violation.
11. The decision of the Hearing Board (department head?) will be reported in writing to the Vice President for Student Services within two days from the date of the hearing. If the Hearing Board finds that it is more likely than not that the student committed the violation, the Board may institute and uphold instructor sanctions. They may not modify sanctions recommended by the instructor. In the case of instructor sanctions, the decision of the Hearing Board is final. (This seems to be incongruent with the faculty having complete autonomy. We are not comfortable with this incongruity. We tried to resolve this incongruity by stating in Academic Integrity Procedures, E.4 that a student can appeal to a department head, who will then collaborate with instructor on the sanction.)
12. As appropriate, the Vice President for Student Services will notify in writing the student, the instructor, and the appropriate department head or dean, of the board's decision.

## Recording and Disclosure of Sanctions and Disciplinary Action

### 1. Disclosure of Applied Sanctions

Access to filed AIVF and resolution reports containing details of applied sanctions is controlled by the Office for the Vice President for Student Services according to federal and university policy. Requests for information contained in a student's Academic Integrity file should be directed to the Vice President for Student Services.

### 2. Disclosure of University Disciplinary Action

- a. A penalty of disciplinary probation, suspension, expulsion, a designation with a course grade indicating an Honor System violation (Does not currently exist), or denial or revocation of degree may be entered upon the student's transcript after the completion of the above processes.
- b. Upon the specific written release of the student, the Vice President for Student Services will make available to a prospective/present employer, parent (if the student is over the legal age), and other persons or entities a copy of the final Hearing Board report. This report describes the violations that have resulted in a disciplinary action of probation, suspension, and expulsion; a designation with a course grade indicating an Academic Integrity violation; or denial or revocation of degree. If a report is

1 not available because a hearing was not conducted, a summary statement regarding the outcome of the  
2 violation will be provided.

3  
4 Such a report or summary statement will be disclosed, without the prior consent of the student, to  
5 another educational institution that has requested the record and at which the student seeks or intends  
6 to enroll. However, the university will make a reasonable attempt to notify the student (or his or her  
7 parent if under the legal age) of the disclosure and, upon request, provide the student with a copy of the  
8 record that was disclosed. No other information will be provided to a third party without the express  
9 written release of the student.

- 10  
11 c. A student's record may be cleared of a disciplinary probation, suspension, or designation with a course  
12 grade indicating an Academic Integrity violation (if the student's degree has not been posted to his or  
13 her transcript) by the Vice President for Student Services following the end of the designated penalty  
14 period, if there has been no further problem with the student. A written request for expunging the  
15 record is required and will be initiated by the student with a letter to the Vice President for Student  
16 Services. A copy of the request will be forwarded to the Registrar's Office. The Vice President may  
17 convene a Hearing Board to review the request, if deemed appropriate or necessary. If the request is  
18 granted, the Vice President for Student Services will notify the Registrar's Office.
- 19  
20 d. A student's record may not be cleared of an expulsion or revocation of a degree. A designation with a  
21 course grade indicating an Academic Integrity violation involving academic dishonesty may not be  
22 removed from the student's transcript after the student's degree has been posted to the transcript.



## Proposed Academic Integrity Policy and Procedures Flow Chart

